

**BY ORDER OF THE COMMANDER
635TH SUPPLY CHAIN OPERATIONS
WING**

**635TH SUPPLY CHAIN OPERATIONS WING
INSTRUCTION 33-301**

24 OCTOBER 2013



Communications and Information

**WING INFORMATION MANAGEMENT AND
PROCESSES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRM 33-3, *Information Management*, and establishes guidance and procedures for management of information and processes within the 635th Supply Chain Operations Wing (SCOW). This instruction applies to all personnel assigned to the 635 SCOW. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

1. Responsibilities. Primary wing information management and processes fall under the 635 SCOW Organizational Management (OM) office, however some functions are accomplished by the Executive Officer (CCE) and Secretary (CCS).

1.1. The SCOW/OM is responsible for overseeing all wing administrative support programs for wing staff and providing direction to subordinate units. The following are the major programs supported by OM:

1.1.1. Protocol Support.

1.1.2. Wing Workflow (suspense) Management.

- 1.1.3. LeaveWeb.
- 1.1.4. SharePoint Administration and Site Collection.
- 1.1.5. Portal Administrator.
- 1.1.6. Video Teleconferencing (VTC) Management.
- 1.1.7. Telephone Control Officer (CTO).
- 1.1.8. Organizational Defense Travel Card Administrator (ODTA) program.
- 1.1.9. Government Purchase Card (GPC) Program.
- 1.1.10. Safety Program.
- 1.1.11. Automated Data Processing Equipment (ADPE) Accounts.
- 1.1.12. Security Program.
- 1.1.13. Automated Time Attendance and Production System (ATAAPS).
- 1.1.14. Emergency Management.
- 1.1.15. Exercise Evaluation Team Leadership.
- 1.1.16. Wing Recognition Program.
- 1.1.17. Wing Performance Management.

1.2. The CCE/CCS are responsible for providing administrative support to the wing commander and vice director. They ensure daily administrative functions for the wing's front office are achieved.

2. Recall Procedure.

2.1. All wing units will establish and maintain pyramid recall procedures. In addition, groups will forward an updated copy of their recall roster to the Air Force Sustainment Center (AFSC) Logistics Operations Center (LOC) no later than the first of every month. The 635 SCOW geographically separated units will provide the 635 SCOW/OM their changes and in turn the 635 SCOW/OM will provide the wing recall roster to the AFSC workflow box and AFSC LOC no later than (NLT) the fifth of each month.

2.1.1. Voice. Primary method for recall is via telephone. Unit recall procedures should ensure that mission essential personnel are contacted early in the process. Voice recall procedures may be tested on a recurring basis as outlines on the recall roster. Rosters should be updated and distributed the first week of each month.

2.1.2. Communication outage. Units should ensure that a method of recall personnel is established in the event communications systems are unavailable. Units recall procedures should ensure mission essential personnel are contacted early in the process. It is recommended that the units test this system annually IAW the Installation Deployment Plan (IDP) and AFI 10-403, *Deployment Planning and Execution*.

2.1.3. Accountability. The Air Force utilizes the Air Force Personnel Accountability and Assessment System (AFPAAS) to account for personnel. The link to AFPAAS can be found on the Air Force Portal.

2.1.4. Essential personnel. Unit commanders are responsible for identifying essential personnel. Personnel designated as such are required to report to duty as scheduled during delayed reporting periods. In addition civilian personnel designed as essential must also have this indicated in their duty description and have a signed letter in their employee work folder.

2.2. Additional duties. Additional duties performed by the 635th Supply Chain Operations Group (SCOG) on behalf of the 635 SCOW are as follows:

2.2.1. Unit Deployment Manager.

2.2.2. Sports Representative.

2.2.3. Voting Representative.

2.2.4. Information Assurance Officer.

3. Calendar Requests.

3.1. Wing level. Meeting requests for the wing commander and vice director should be worked between the wing CCE and wing CCS. Sufficient information including recommended attendees must be provided such that the wing commander and vice director understand the purpose of the meeting and expected outcomes. Individuals should meet with their supervisor and/or the group commander prior to meeting with wing commander or vice director, if possible.

3.2. Group level. Meeting requests for the group commander and vice director should be worked between the group CCE and group CCS. Sufficient information including recommended attendees must be provided such that the group commander and deputy director understand the purpose of the meeting and expected outcomes. Individuals should meet with their supervisor and/or the squadron commander prior to meeting with group commander or deputy director, if possible.

3.3. Calendar access. Group commanders, deputies, executive officers, secretaries, and wing staff two-digits should have read access to the calendars for both the wing commander and vice director. All other access will be granted on a need-to-know basis.

3.3.1. Key Personnel Calendar.

3.3.2. Events Calendar.

3.4. Read-aheads. Meetings requiring attendance by the wing commander and/or vice director may require read-aheads. All read-ahead material will be sent to the 635 SCOW/CCE workflow box at least one duty day prior to the meeting.

3.4.1. Read-ahead format. Read-ahead format may be PowerPoint slides, Bullet Background Paper and/or email.

4. Scheduling.

4.1. Wing conference room. All requests for the conference room should be scheduled through the VTC Facilitator in the OM Office. Once the room has been reserved the event sponsor should send out a meeting request adding the wing conference room as a “resource”.

5. Meetings.

5.1. Weekly meetings.

5.1.1. Senior leader. The meeting is unstructured and is conducted to update the wing commander and vice director on significant events and issues in preparation for the new week or to cover previous incidents or events deemed important by the group commanders.

5.1.1.1. Attendees are: 635 SCOW/CC, 635 SCOW/DV, 635 SCOG/CC or 635 SCOG/DD, and 735 SCOG/CC or 735 SCOG/DD only.

5.1.2. Wing staff meeting. Slides are to be updated in the SharePoint slide deck no later than 1300 on the Tuesday prior to the meeting. If there is a holiday on the day the slides are due the slides must be in prior to the holiday. **Note:** Slide updates are due even if the meeting is cancelled as they are needed in preparation for the AFSC staff meeting.

5.1.2.1. Attendees are: 635 SCOW/CC, 635 SCOW/DV, 635 SCOW/LG, 635 SCOW/LO, 635 SCOW/FM, 635 SCOW/NC, 635 SCOW/OM, 635 SCOW/CCE, 635 SCOG/CC or 635 SCOG/DD, 735 SCOG/CC or 735 SCOG/DD, group chief enlisted managers (CEMs) and all squadron CCs or their deputy.

5.1.3. Operations Summary. (OPR 635 SCOW/LO) Hosted by 635 SCOW/LO on Friday via DCO VTC. Inputs are sent to the LOC organizational email box: "AFSC Logistics Operations Center".

5.1.4. Weekly Activity Report (WAR). (OPR 635 SCOW/CCE) Inputs must be submitted from the units to the 635 SCOW/CCE email box on Wednesday by close of business (COB). The CCE will consolidate unit WAR inputs and will submit the WAR to AFSC by COB on Fridays. Input is required from all levels within the wing.

5.1.5. Weapon system update. (OPR 635 SCOW/LO) The 635 and 735 SCOGs will produce a weekly weapon system summary report and upload them (overwriting previous version) to the SharePoint library NLT 1200 every Wednesday.

5.2. Semi-annual Meetings.

5.2.1. Wing Commander's Call.

5.2.2. Wing Senior Leaders Conference. Location of this meeting should rotate between Scott and Langley AFBs.

5.2.3. Status of discipline meeting.

5.2.3.1. Attendees are: 635 SCOW/CC, 635 SCOW/DV, 635 SCOW/OM, 635 SCOG/CC or 635 SCOG/DD, 735 SCOG/CC or 735 SCOG/DD, group CEMs, and all squadron CCs or first sergeants.

6. Meeting Format.

6.1. As a geographically separated organization it is not always possible to meet face-to-face; therefore we have several formats available to conduct meetings.

6.1.1. Telecon. This is the primary method for meetings. Host of the meeting should obtain a "Meet Me" number through local communications procedures.

6.1.2. DCO. This is the DOD approved on-line collaborative tool. It provides visual and/or voice connectivity to all parties. This is an inexpensive way to quickly conduct meetings that require sharing of presentations or face-to-face contact. The tool can be reached at the following link: https://www.dco.dod.mil/private/dsp/my_dco.cfm.

6.1.3. VTC. If VTC is required, the meeting host is required to arrange the VTC and provide the information to all participants. Information will also be sent to the 635 SCOW/VTC Facilitator.

6.1.4. TDY. TDYs will be accomplished only when a face-to-face meeting is essential to outcome. All TDYs will be approved in advance via the TDY Request form (located on 635 SCOW SharePoint). Traveler (or team lead, if more than one traveler) will route a completed TDY Request form, to include a copy of the draft DTS travel order to their supervisor, 635 SCOW/FM, and 635 SCOW/DV, in turn. The 635 SCOW/DV will return approved TDY Request form to the traveler for inclusion in TDY order as a supporting documentation. Disapproved TDY Request forms are returned to traveler and 635 SCOW/FM.

7. Personnel Management.

7.1. Groups will establish procedures for personnel accountability to include in-processing and out-processing of all personnel (military civilian and contractors) vacancies and over hire tracking personnel moves, etc.

7.2. Group manpower and personnel POCs will notify 635 SCOW/OM of all new civilian and contractor gains within 5 duty days of their selection date.

7.3. Group manpower and personnel POCs will complete monthly updates on Organization Health Spreadsheet on SharePoint.

7.4. Civilian vacancy and over hires. IAW AFMC guidelines no position in the 635 SCOW may remain vacant for more than 30 calendar days without authorization or an active Request for Personnel Action (RPA) (active is defined as being submitted for action) except in times of manpower controls or hiring freezes.

7.4.1. Civilian employees will notify their supervisor as soon as possible IAW union agreement of their intent to vacate a position so actions can be taken to fill the vacancy. Employees will out-process the unit.

7.4.1.1. Employees accepting employment with another federal agency need to ensure the agency notifies the local Civilian Personnel Office (CPO) to initiate actions to transfer records including unused leave balances.

7.4.1.2. Employees resigning/separating from federal service will send an email to their supervisor stating their intention and will include effective date and forwarding address. This is not intended to replace face-to-face notification but will be used as official notification for attachment to the RPA.

7.4.2. Supervisors are to complete and submit to their manpower and personnel point of contact (POC) the current RPA checklist with desired action/instructions no later than 5 duty days after an employee provides notification to vacate a position. Positions requiring a position description (PD) rewrite must be completed no later than 25 calendar days after vacancy.

7.4.3. Wing and group manpower and personnel POCs will process RPA actions within two duty days of receipt.

7.4.3.1. Over hire management. Use of over hires will be minimal IAW Air Force Materiel Command (AFMC) guidelines except where specific exceptions have been authorized. An AFSC request form is required to be approved by the 635 SCOW/OM and DV prior to recruitment of an over hire position. Requests are then routed through AFSC/DP for final approval.

7.4.4. Unit manpower document change requests (ACR) must be approved by Group CC/DD prior to submission to 635 SCOW/OM. ACRs must be submitted in accordance with the AFSC and AFMC guidance. System Access Request (SAR) code changes must also be approved by the unit security manager.

DAVID A. HAASE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Information Management*, 8 September 2011

AFI 10-403, *Deployment Planning and Execution*, 20 September 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

ACR—Manpower Document Change Requests

ADPE—Automated Data Processing Equipment

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPAAS—Air Force Personnel Accountability and Assessment System

AFSC—Air Force Sustainment Center

ATAAPS—Automated Time Attendance and Production System

CCE—Executive Officer

CCS—Commander's Secretary

CEM—Chief Enlisted Manager

COB—Close Of Business

CPO—Civilian Personnel Office

CTO—Telephone Control Officer

FM—Financial Management

GPC—Government Purchase Card

GTC—Government Travel Card

IDP—Installation Deployment Plan

LOC—Logistics Operations Cell

NLT—No Later Than

ODTA—Defense Travel Card Administrator

OM—Organizational Management

OPR—Office of Primary Responsibility

PD—Position Description

POC—Point of Contact

RDS—Records Disposition Schedule

RPA—Request for Personnel Action

SAR—System Access Request

SCOG—Supply Chain Operations Group

SCOW—Supply Chain Operations Wing

VTC—Video Teleconferencing

WAR—Weekly Activity Report